

4 November 1965

MEMORANDUM FOR: DD/P
DD/I
DD/S
DD/S&T

SUBJECT: ~~Guidelines for DCI and DDCI~~
Special Functions *Handled by*
DD/S&T

1. This memo transmits guidelines for ^{the} preparation of
memoranda to DCI and DDCI ^{to be handled by the} ~~proposing~~ special meetings
and/or luncheons or dinners.

L. K. White
Executive Director-Comptroller

GUIDELINES FOR ~~DCI~~ AND DDCI SPECIAL FUNCTIONS

1. Memo should be submitted to DCI and DDCI through the Executive Director recommending that special function should be held.

a. The purpose, place, time, proposed guest list and seating arrangement should be enclosed.

b. Biographic information must be furnished on the non-CIA guests.

2. After approval has been given by the DCI or DDCI, a copy of the guest list and seating arrangement with requests for special menu, beverages, place cards, etc., should be turned over to the Admin. Office, O/DCI for preparation of invitations, reminders, menu, flowers, and billing.

3. The host component should make the necessary security escort arrangements.

4. When appropriate, the host component should spell out any amities and toasts. In the event there is to be a gift presentation, the host should be made aware of all facts.